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WAR FOOD ADMINISTRATION  
Office of Marketing Services  
Washington 25, D. C.

Number 7  
3-16-45

Reserve

## PROCEDURE TRANSMITTAL

Procedure Manual

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- REMOVE OMS INS. 130.B: DATED 6-13-44: TRAVEL AND PER DIEM TO BE CHARGED TO CONSULTANT'S PANEL FUND - Superseded by OMS Ins. 312.1
- CHANGE OMS INS. 131.A: AUTHORIZATION FOR TRAVEL - Delete paragraph II B. This paragraph is superseded by OMS Ins. 451.1.
- INSERT OMS INS. 222.1: DEALINGS WITH THE FEDERAL BUREAU OF INVESTIGATION - Outline the policy of OMS concerning reports received on subversive activities, violations of Federal statutes, and kindred offenses.
- REMOVE OMS INS. 312.A, DATED 6-12-44: APPOINTMENT OF CONSULTANTS - Superseded by OMS Ins. 312.1.
- INSERT OMS INS. 312.1: CONSULTANTS - Defines OMS policy for the employment of consultants; outlines the procedure for their appointment, separation, travel and per diem; and defines the difference between consultants and collaborators. Form OMS-270 will be available as soon as printed.
- INSERT OMS INS. 317.1: STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS (DATED 3-13-45) - Lists most of the kinds of positions in OMS and the elements to be rated for the positions. This Instruction is to be used by all rating officers in completing Form SF-51, "Report of Efficiency Rating." This Instruction supersedes OMS Ins. 317.1 issued under "Special Mailing". Extra copies may be obtained from the Washington Personnel Division.
- REMOVE OMS INS. 451.A: DATED 11-18-44: TRANSPORTATION OF HOUSEHOLD GOODS - Superseded by OMS Ins. 451.1.
- INSERT OMS INS. 451.1: TRANSPORTATION OF HOUSEHOLD GOODS - Contains delegation of authority and regulations governing the transportation of household goods and personal effects of OMS employees on transfer of official station.
- CHANGE OMS INS. 503.1: COMMUNICATIONS CONTROL PROCEDURE - WASHINGTON - The Administrative controls established pursuant to the memorandum of December 21, 1944 from the Director of the Office of Distribution on the subject "Long Distance Telephone Calls and Telegrams", have obviated the necessity, at least for the present, of maintaining the detailed financial control procedure in this Instruction. Therefore, until further notice, make the following changes: In Par. III C mark out the entire second sentence beginning "To facilitate" and ending "related limitations".

PROCEDURE TRANSMITTAL

CHANGE OMS INS. 503.1: (Cont'd)- Mark out the entire Par. III D. Mark out all of Par. IV A except the third sentence beginning "Expenditure figures" and ending "Fiscal Division". Mark out the entire Pars. IV B, IV C, IV D and IV E. Because of the necessity for keeping these items of expense to an absolute minimum compatible with effective program operations, it is most important that the administrative controls be rigidly maintained. The part of this Instruction which places responsibility on branch and staff divisions for staying within the communications limitation established for the funds allotted to them is still effective.

REMOVE UNNUMBERED DIRECTOR'S MEMORANDUM, DATED 7-1-44: OFFICE OF DISTRIBUTION PARTICIPATION IN LABOR AND MANPOWER PROGRAMS - Obsolete for OMS. Functions transferred to CCC.

REMOVE DIRECTOR'S MEMORANDUM NO. 2, SUPPLEMENT 7, DATED 3-15-43: DEALINGS WITH THE FEDERAL BUREAU OF INVESTIGATION - Superseded by OMS Ins. 222.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 31, DATED 9-16-42: CRITICISM OF OTHER GOVERNMENT AGENCIES - Superseded by OMS Ins. 142.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 31, SUPPLEMENT 1, DATED 9-16-42: PUBLIC CRITICISM OF OTHER GOVERNMENT AGENCIES - Superseded by OMS Ins. 142.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 39, REVISION 1, DATED 3-23-44: EMPLOYMENT OF PERSONS WITHOUT COMPENSATION - Superseded by OMS Ins. 312.1.

REMOVE DIRECTOR'S MEMORANDUM NO. 50, SUPPLEMENT 1, REVISION 1, DATED 12-22-43: SCOPE OF "A" AWARD BROADENED TO INCLUDE YEAR-ROUND FOOD PROCESSORS - Obsolete for OMS. Functions transferred to CCC.

REMOVE DIRECTOR'S MEMORANDUM NO. 50, SUPPLEMENT 3, REVISION 1, DATED 8-7-44: WFA ACHIEVEMENT AWARD BOARD - Obsolete for OMS. Functions transferred to CCC.

Forms Manual

OBSOLETE FORM AMA-17: COLLECTION AGENT'S ELIGIBILITY CERTIFICATE FILE CARD - Cancelled. A/S Division will salvage existing stocks for waste paper.

INSERT STANDARD FORM NO. 51: REPORT OF EFFICIENCY RATING - A form for each employee will be sent by the Personnel Division and Area Personnel Offices to Administrative Officers and/or rating officials.

INSERT FORM FDA-157: REQUEST FOR PERSONNEL ACTION - Supplies of this Form may be obtained from the A/S Division or the A/S Area Offices. Field offices will not use this Form in connection with OMS Ins. 312.1, which is not distributed to Branch Field Offices.

PROCEDURE TRANSMITTAL

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- INSERT FORM FDA-229: CLEARANCE OF FINAL SALARY PAYMENT - Supplies of this Form may be obtained from the A/S Division or the A/S Area Offices.
- INSERT FORM AD-252: ITEMIZED LIST OF HOUSEHOLD GOODS TO BE MOVED - Supplies of the Form will be sent to employees moving household goods by the appropriate Administrative Services Offices upon receipt of the notice of authorization.
- OBSOLETE FORM FDA-303: TELEPHONE MESSAGE - Obsolete but existing stocks should be used.
- INSERT FORM AD-504: NEW APPOINTEES REQUEST FOR SPECIAL PAY ROLL - Supplies of the Form may be obtained from the Administrative Services Division.



Programs  
Regulatory  
Compliance

## I VIOLATIONS OF FEDERAL STATUTES

Washington and field officials of OMS sometimes receive information by means of letters, telephone messages, and personal contacts, indicating subversive activities, violations of Federal statutes, and kindred offenses related to OMS activities.

## II RESPONSIBILITY OF OMS

A Washington Officials - Shall communicate such information to the Investigation Division of the Compliance Branch.

B Field Employees - Shall report such information to the field offices of the Compliance Branch for appropriate referral to the Investigation Division of the Compliance Branch.

C Washington and Field Officials - Are not to request the FBI to furnish them with information or reports of investigations nor are they to request the FBI to conduct investigations. All such requests shall be made through the Investigation Division of the Compliance Branch.

## III RESPONSIBILITY OF THE COMPLIANCE BRANCH

The Investigation Division of the Compliance Branch shall examine the facts to determine if there is need for investigation by the FBI. Requests for such investigation shall be channeled to the FBI through the Division of Investigations of the Department Office of Personnel, which is the liaison office between the FBI and the Department.



## I POLICY

Consultants employed in OMS are utilized in connection with problems which require special business or technical knowledge and experience, and may have administrative responsibility and authority. They are subject to the same supervision and direction as regular employees and are expected to observe established policies and procedures. They may not participate in making any determination directly affecting the firm or company in which they are employed. All consultants will be appointed in the branch or staff division which will use their services. Requests for appointment or separation of all consultants must originate in the office of the chief of branches or staff divisions.

## II DEFINITIONS

Consultants employed in OMS fall into one of the three following categories:

- A Consultants WOC - Consultants without compensation.
- B Consultants WAE - Consultants paid only when actually employed.
- C Consultants (Indefinite) - Consultants paid on a per annum basis.

## III CONSULTANTS WOC

A Appointment - Branch or staff divisions shall prepare requests for appointment of consultants WOC on Form OMS-270 "Request for Appointment of Consultants Without Compensation" in an original only and transmit it to the Washington Personnel Division for consultants who will be called to Washington, and to the proper area Personnel Office for consultants whose activities are all performed in the field. The Personnel Division will obtain the approval of the Director for consultants who will be called to Washington.

B Separations - Branches or staff divisions shall request separations for consultants WOC on Form FDA-157, "Request for Personnel Action", in an original and FDA-157 one copy. The original shall be transmitted to the Personnel Office through which they were appointed; the copy, to the Fiscal Office through which their vouchers are paid.

## IV CONSULTANTS WAE AND CONSULTANTS (INDEFINITE)

These two types of consultants may be employed for not to exceed 6 months in any one calendar year. The positions to which appointed must be established in the branch or staff division in which they are to serve. The headquarters of the position must be where the greater part of the work will be performed.

A Appointment - Branches or staff divisions shall request appointment for consultants WAE and consultants (indefinite) on Form FDA-157 in an original and one copy. The original shall be transmitted to the Washington Personnel Division for consultants who will serve in Washington, and to the proper area Personnel Office for consultants whose activities are all performed in the field. The Personnel Division will obtain the approval of the Director for consultants with headquarters in Washington. The copy shall be transmitted to the proper Fiscal office.

B Separation -

1 Branches or staff divisions shall request separations for consultants WAE and consultants (indefinite) on Form FDA-157 in an original and one copy. The original shall be transmitted to the Personnel Office through which they were appointed; the copy, to the Fiscal Office through which they are paid.

2 Form FDA-229, "Clearance of Final Salary Payment", shall be pre- FDA-229 pared in an original only and transmitted to the Personnel Office with the FDA-157.

3 Form SF-70 or 70a, "Leave Record Card", and all building passes SF-70 and/or identification cards also shall accompany the FDA-157 sent to the Personnel Office.

## V TRAVEL AND PER DIEM

Travel and per diem of all consultants shall be charged to funds established for this purpose in branches and staff divisions. All travel by consultants shall be authorized in their respective branches and staff divisions and vouchers covering the expenses of each trip shall be submitted within ten days from the completion of the trip.

## VI COLLABORATORS WITHOUT COMPENSATION

This instruction in no way affects the appointment of collaborators without compensation in accordance with terms of cooperative agreements or marketing agreements or marketing orders. The use of the title of consultants will apply only to appointments of persons serving in a consultative capacity.

Personnel  
Employment  
Efficiency Ratings

## I POLICY

This instruction lists most of the kinds of positions in OMS and the elements to be rated for these positions. It is to be used by all rating officers in completing Form SF-51, "Report of Efficiency Rating". Because of their peculiar duties, SF-51 some positions require element markings different from those listed. However, to insure equal consideration for all employees, major deviations must be explained.

## II HOW TO USE THE LIST IN MARKING SF-51

A Place the position number which identifies the set of elements in the upper right corner of SF-51. If a set of elements not on the list is used, use the word "Special" instead of the position number.

B Circle in BLACK ink the numbers of all elements to be rated.

C Underline in BLACK ink all especially important elements.

D Cross out in RED ink the numbers of the elements to be deleted from a particular set of elements.

E Circle with RED ink the numbers of elements added to a particular set of list elements.

F If more than TWO changes, either additions or deletions, are made in any set of elements listed, and if more than ONE change in underlinings is made, an explanation of the deviations must be made on the reverse of the SF-51.

G After indicating the plus, check, and minus marks, determine the adjective rating in accordance with the standard in the lower left of the form.

H Proceed with the rating as outlined in the Efficiency Rating Manual.

## III LIST

No.	Position	Elements to be rated--(Underlined numbers designate the most important elements in positions.)
1.	Accountant (supervisory) (except Livestock & Meats)	3, 8, 9, 11, 12, <u>14</u> , 15, <u>18</u> , 19, 24, 25, 26, 30
2.	Administrative Assistant Grades 7, 9 (non-supervisory)	3, 5, 6, 9, <u>10</u> , 11, <u>15</u> , 16, <u>19</u>

No.	Position	Elements to be rated--(Underlined numbers designate the most important elements in positions)
3.	Administrative Assistant Gradeš 7, 9 (supervisory)	<u>5</u> , 6, <u>9</u> , <u>10</u> , 11, 12, 14, <u>15</u> , 16, <u>17</u> , 19, 25, 27 28, <u>30</u>
4.	Administrative Officer (Advisory Capacity)	<u>5</u> , <u>10</u> , <u>15</u> , 18, 19, <u>22</u> , 27, 28, 30
5.	Administrative Officer (Division or Section Chiefs on same administrative level)	5, 9, <u>10</u> , <u>15</u> , 16, 19, <u>21</u> , <u>24</u> , 25, 26, 27, 28, <u>30</u>
6.	Advisor or Consultant	6, 9, <u>10</u> , <u>15</u> , 16, 18, <u>22</u> , 30
7.	Agricultural Economist (non-supervisory)	<u>5</u> , 8, <u>9</u> , <u>10</u> , 12, 14, 16, 17, 18, 19
8.	Agricultural Economist (supervisory)	5, 8, <u>9</u> , <u>10</u> , 12, 14, 15, 16, 17, 18, <u>19</u> , 21, 22, <u>24</u> , 25, <u>30</u>
9.	Agricultural Statistician (non-supervisory)	<u>3</u> , 6, <u>8</u> , <u>9</u> , <u>10</u> , 11, <u>12</u> , <u>13</u> , 14, 16, 17, 18, <u>19</u>
10.	Agricultural Statistician (supervisory)	<u>3</u> , 5, 6, 8, 9, <u>10</u> , 11, 12, 14, 15, 16, 17, 18, 19, <u>21</u> , 22, <u>23</u> , <u>24</u> , 25, <u>26</u> , 27, 28, <u>29</u> , 30
11.	Analyst (Budget, Procedure, & Organization Management) (non-supervisory)	5, 8, <u>9</u> , <u>10</u> , <u>14</u> , 15, 16, 17, 18, 19, <u>23</u>
12.	Analyst (Budget, Procedure, & Organization Management) (supervisory)	5, 8, <u>9</u> , <u>10</u> , <u>14</u> , 15, 16, 17, 18, 19, 21, <u>23</u> , <u>25</u> , 30
13.	Auditor (non-supervisory)	<u>3</u> , 5, <u>8</u> , <u>10</u> , 12, 14, 15, 18, <u>19</u>
14.	Auditor (supervisory)	5, <u>8</u> , <u>10</u> , <u>14</u> , 15, 18, 19, 23, 24, <u>25</u> , <u>30</u>
15.	Botanist or Agronomist	3, <u>5</u> , 6, 8, 10, 11, <u>14</u> , <u>15</u> , 16, 17, <u>23</u> , <u>24</u> , 25
16.	Branch or Division Chiefs on same administrative level	5, 9, 10, <u>14</u> , <u>15</u> , 16, 18, 19, 21, <u>22</u> , 25, <u>27</u> , <u>30</u> , 31
17.	Business Specialist	6, <u>8</u> , <u>10</u> , 11, 12, 14, <u>15</u> , 16, 18, <u>19</u> , 23, 30
18.	Chemist (non-supervisory)	<u>3</u> , <u>6</u> , 7, <u>8</u> , 10, 11, 12, 19
19.	Chemist (supervisory)	<u>3</u> , <u>6</u> , 7, <u>8</u> , <u>12</u> , 16, 17, 19, <u>25</u> , 26, 28, 30
20.	Clerk	4, <u>6</u> , <u>7</u> , <u>11</u> , 12, 13, 14, 16, <u>19</u>
21.	Clerk (supervisory)	5, 6, <u>8</u> , 9, <u>14</u> , 17, 19, 24, <u>25</u> , <u>26</u> , 27
22.	Clerk (Accountant)	<u>6</u> , 7, <u>8</u> , 11, <u>13</u> , 16, <u>19</u> ,
23.	Clerk (Correspondence)	6, <u>8</u> , <u>11</u> , 13, <u>19</u>
24.	Clerk (Editorial)	5, <u>6</u> , 8, <u>9</u> , <u>12</u> , 14, 19
25.	Clerk (File)	<u>7</u> , 11, <u>13</u> , 16, <u>19</u>
26.	Clerk Stenographer	<u>4</u> , 6, <u>7</u> , 11, <u>13</u> , 16, <u>19</u>
27.	Clerk Stenographer (Secretary)	4, <u>6</u> , 7, 9, 11, 13, <u>15</u> , 16, <u>18</u> , <u>19</u>
28.	Clerk (Statistical) (non-supervisory)	<u>3</u> , 4, <u>8</u> , 11, 12, 13, 16, <u>19</u>
29.	Clerk (Statistical) (supervisory)	<u>3</u> , 8, 11, 12, <u>14</u> , <u>19</u> , <u>24</u> , <u>25</u> , <u>26</u>
30.	Clerk Typist	<u>4</u> , 6, <u>7</u> , 11, 12, <u>13</u> , 16, <u>19</u>

## STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS

317.1

Personnel  
Employment  
Efficiency Ratings

No.	Position	Elements to be rated--(Underlined numbers designate the most important elements in positions).
31.	Color Technician (supervisory)	<u>3</u> , 9, <u>12</u> , 18, 19, <u>25</u> , 26, <u>30</u>
32.	Cotton Inspector (non-supervisory)	<u>3</u> , 6, <u>9</u> , 12, 15, 16, <u>19</u> , 20
33.	Cotton Inspector (supervisory)	<u>3</u> , <u>6</u> , <u>9</u> , <u>15</u> , 16, <u>19</u> , 20, <u>25</u> , 26, <u>27</u> , 30, 31
34.	Cotton Technician	<u>3</u> , 5, <u>9</u> , 10, <u>12</u> , 15, 16, 18, 19
35.	Engineer	<u>8</u> , 9, 10, <u>14</u> , <u>18</u> , 21, <u>24</u> , 25, <u>30</u>
36.	Grader (butter, eggs, poultry, cheese)(non-supervisory)	<u>3</u> , <u>8</u> , 9, 12, <u>13</u> , <u>19</u>
37.	Grader (butter, eggs, poultry, cheese)(supervisory)	<u>3</u> , 5, <u>9</u> , 10, 12, <u>15</u> , <u>19</u> , 24, <u>25</u> , <u>26</u> , 30
38.	Grain Products Inspector (non-supervisory)	5, 6, <u>9</u> , <u>10</u> , 11, 12, <u>14</u> , 16, 19
39.	Grain Products Inspector (supervisory)	5, 9, <u>10</u> , 11, 12, 14, <u>15</u> , 16, 19, 23, <u>24</u> , 25, <u>30</u>
40.	Information Specialist (non-supervisory)	<u>3</u> , <u>5</u> , <u>8</u> , <u>10</u> , 14, <u>15</u> , 19
41.	Information Specialist (supervisory)	<u>3</u> , 5, 8, <u>10</u> , 14, <u>15</u> , 19, <u>22</u> , 24, <u>25</u> , 27, <u>30</u>
42.	Information Specialist (Visual)	<u>5</u> , <u>10</u> , 12, 14, 18, 19
43.	Industrial Analyst (non-supervisory)	5, 6, <u>8</u> , <u>9</u> , <u>10</u> , <u>14</u> , 15, 16, 17, 18, 19, <u>23</u>
44.	Industrial Specialist (non-supervisory)	<u>6</u> , 8, 9, <u>10</u> , 11, 12, 14, <u>15</u> , <u>17</u> , 18, 19
45.	Industrial Specialist (supervisory)	<u>5</u> , <u>8</u> , <u>9</u> , <u>10</u> , 11, 14, 15, 16, 18, 19, 21, <u>22</u> <u>23</u> , <u>25</u> , 26, 30
46.	Investigator (non-supervisory)	<u>3</u> , 6, <u>8</u> , <u>10</u> , <u>12</u> , <u>15</u> , 18, 19
47.	Investigator (supervisory)	<u>3</u> , 5, <u>8</u> , <u>9</u> , <u>14</u> , <u>16</u> , 18, <u>19</u> , 24, <u>25</u> , 26, 27, <u>30</u>
48.	Jr. Supervisor of Grain Insp.	<u>3</u> , <u>6</u> , 7, <u>9</u> , <u>11</u> , 13, 15, 17, <u>19</u>
49.	Laboratory Mechanic	1, <u>2</u> , <u>8</u> , 11, <u>13</u> , <u>18</u> , 20
50.	Laborer	<u>11</u> , <u>13</u> , 16, <u>19</u> , 20
51.	Liaison Officer	6, 9, <u>10</u> , 14, <u>15</u> , 16, 18, 21, <u>22</u> , 30
52.	Marketing Specialist (non-supervisory)	5, 7, <u>9</u> , <u>10</u> , 11, 12, <u>14</u> , 15, 16, <u>19</u>
53.	Marketing Specialist (supervisory)	5, <u>9</u> , <u>10</u> , 11, 12, 14, <u>15</u> , 16, 19, <u>24</u> , 25, 27, <u>30</u>
54.	Marketing Specialist (Fruit and Vegetable)(non-supervisory) Fresh Inspection	<u>3</u> , <u>9</u> , <u>10</u> , 11, 12, 15, 16, <u>19</u>

No.	Position	Elements to be rated--(Underlined numbers designate the most important elements in positions).
55.	Marketing Specialist (Fruit & Vegetable)(supervisory) Fresh Inspection	<u>5</u> , 9, <u>10</u> , 12, 14, <u>15</u> , 16, 19, 24, <u>25</u> , 26, <u>30</u>
56.	Marketing Specialist (Fruit & Vegetable) Processed Inspection (non-supervisory)(Including Marketing Aide Trainees)	<u>3</u> , 6, <u>9</u> , 10, <u>11</u> , 12, 15, 16, <u>19</u>
57.	Marketing Specialist (Fruit & Vegetable) Processed Inspection (supervisory)	<u>5</u> , 6, <u>9</u> , 10, <u>11</u> , 12, 14, 15, 16, <u>19</u> , 24, <u>25</u> , 26, <u>30</u>
58.	Marketing Specialist (Fruit & Vegetable)Market News (non-supervisory)	5, 8, <u>9</u> , 10, 12, <u>14</u> , <u>15</u> , <u>16</u> , 17, <u>19</u>
59.	Marketing Specialist (Fruit & Vegetable) Market News (supervisory)	5, 8, <u>9</u> , 10, 12, <u>14</u> , <u>15</u> , <u>16</u> , 17, <u>19</u> , <u>24</u> , 25, <u>30</u>
60.	Marketing Specialist (Fruit & Vegetable) Regulatory (non-supervisory)	5, 8, <u>9</u> , 10, 12, <u>14</u> , <u>15</u> , <u>16</u> , 17, <u>19</u>
61.	Marketing Specialist (Fruit & Vegetable) Regulatory (supervisory)	5, 8, <u>9</u> , 10, 12, <u>14</u> , <u>15</u> , <u>16</u> , 17, <u>19</u> , <u>24</u> , 25, <u>30</u>
62.	Marketing Specialist (Fruit & Vegetable) Marketing Programs (non-supervisory)	5, 8, <u>9</u> , 10, 12, <u>14</u> , <u>15</u> , 17, 18, <u>19</u>
63.	Marketing Specialist (Fruit & Vegetable) Marketing Programs (supervisory)	5, 8, <u>9</u> , 10, 12, <u>14</u> , <u>16</u> , 17, 18, <u>19</u> , <u>24</u> , <u>29</u> , 30
64.	Marketing Specialist (non-supervisory) Meat Graders	1, <u>8</u> , <u>9</u> , 10, 15, 16, <u>19</u> , 20
65.	Messenger	6, 7, <u>11</u> , 16, <u>19</u>
66.	Nutrition Specialist (non-supervisory)	<u>7</u> , 8, 10, <u>12</u> , 14, <u>16</u> , <u>19</u>
67.	Nutrition Specialist (supervisory)	5, <u>8</u> , 9, <u>10</u> , 12, 14, <u>15</u> , <u>16</u> , <u>17</u> , 19, 22, 25, 30
68.	Operator (non-supervisory)	<u>3</u> , 6, <u>7</u> , 11, <u>13</u> , 16, <u>19</u> ,
69.	Operator (supervisory)	<u>3</u> , 6, <u>7</u> , 11, <u>13</u> , 16, 19, <u>25</u> , <u>26</u> , 27, 30
70.	Personnel Technician (non-supervisory)	3, 6, 9, <u>10</u> , <u>12</u> , 14, <u>15</u> , 16, 18, 19
71.	Personnel Technician (supervisory)	3, <u>10</u> , 14, <u>15</u> , 18, <u>19</u> , <u>22</u> , 23, <u>25</u> , 26, 27, 30, 31
72.	Poultry Inspector (non-supervisory)	<u>3</u> , <u>8</u> , 9, 12, <u>19</u>
73.	Poultry Inspector (supervisory)	<u>3</u> , 5, <u>9</u> , 10, 15, <u>19</u> , 24, <u>25</u> , <u>26</u> , 30

## STANDARD ELEMENT MARKINGS OF EFFICIENCY RATINGS

317.1

Personnel  
Employment  
Efficiency Ratings

No.	Position	Elements to be rated--(Underlined numbers designate the most important elements in positions).
74.	Scientific Aide	1, <u>3</u> , <u>6</u> , 8, <u>11</u> , 12, 16, <u>19</u>
75.	Seed Technologist (non-supervisory)	3, 6, <u>7</u> , 10, 11, <u>12</u> , 16, 17, <u>19</u>
76.	Seed Technologist (supervisory)	3, 6, <u>7</u> , 9, 11, 12, <u>15</u> , 17, 19, <u>25</u> , 26, 30
77.	Tobacco Inspector (non-supervisory) (Regular Insp. Head Grader & Mktg. Supervisor of 1 Sale Market)	<u>3</u> , <u>6</u> , <u>9</u> , 12, 15, <u>19</u>
78.	Tobacco Inspector (supervisory) (Dist. supvr., Asst. Supvr., Mktg. supvr. of 2 or more Sale Markets)	<u>3</u> , <u>6</u> , <u>9</u> , <u>15</u> , 16, <u>19</u> , <u>25</u> , 26, <u>27</u> , <u>30</u> , 31
79.	Tobacco Mktg. Spec. (non-supervisory) Training & Demonstration Activities	<u>3</u> , 5, 9, <u>10</u> , <u>14</u> , 16, 19
80.	Tobacco Mktg. Specialist (supervisory) Training & Demonstration Activities	<u>3</u> , <u>6</u> , <u>9</u> , <u>15</u> , 16, <u>19</u> , <u>25</u> , 26, <u>27</u> , <u>30</u> , 31
81.	Tobacco Mktg. Specialist (non-supervisory) Mkt. News Activities	5, 7, 9, <u>10</u> , 12, <u>14</u> , 16, <u>19</u>
82.	Tobacco Mktg. Specialist (supervisory) Mkt. News Activities	<u>5</u> , 9, <u>10</u> , 12, 14, <u>15</u> , 16, 19, <u>24</u> , 25, <u>30</u> , 31
83.	Tobacco Mktg. Aide (non-supervisory) Mkt. News Activities	4, <u>7</u> , <u>11</u> , 12, <u>13</u> , 16, <u>19</u>
84.	Transp. Specialist & Economist to P-2	3, <u>5</u> , 6, 8, 9, 10, <u>12</u> , <u>14</u> , 16, 18, 19, 22, <u>23</u> , 30
85.	Transp. Specialist & Economist - P-5	<u>3</u> , <u>5</u> , 6, 8, <u>9</u> , 10, 12, <u>14</u> , 16, 18, 19, <u>21</u> , 22, <u>23</u> , <u>25</u> , <u>30</u>
86.	Typist	<u>4</u> , 6, 7, <u>11</u> , <u>13</u> , 16, <u>19</u>
87.	Veterinarian & Lay Insp. (non-supervisory)	<u>3</u> , 8, <u>9</u> , 10, <u>11</u> , 12, 14, 15, 16, <u>19</u> , 20
88.	Veterinarian & Lay Insp. (supervisory)	<u>3</u> , <u>9</u> , 10, <u>11</u> , <u>14</u> , <u>15</u> , 16, <u>19</u> , 20, 23, 25, <u>26</u> , 30
89.	Warehouse Examiner-to Grades 7 & 9 (non-supervisory)	4, <u>6</u> , 7, <u>8</u> , 11, 12, <u>13</u> , 15, 16, 18, <u>19</u> , 20
90.	Warehouse Examiner (supervisory)	<u>5</u> , 6, 8, <u>9</u> , <u>10</u> , 11, <u>12</u> , <u>15</u> , 16, 18, <u>19</u> , 24, <u>25</u> , <u>26</u> , 27
91.	Wool Technician	<u>3</u> , 7, <u>8</u> , 9, 14, 18, 19, <u>23</u> , 26

No.	Position	Elements to be rated--(Underlined numbers designate the most important elements in positions)
92.	Packers and Stockyards Accountant (Livestock and Meats)(non-supervisory)	3, <u>5</u> , <u>8</u> , <u>9</u> , 11, 12, <u>14</u> , 15, <u>18</u> , 19
93.	Packers and Stockyards Accountant (Livestock and Meats)(supervisory)	3, <u>8</u> , <u>9</u> , 11, 12, <u>14</u> , 15, <u>18</u> , 19, 24, <u>25</u> , 26, 30

## I DEFINITIONS

For the purpose of this Instruction, the following definitions shall apply:

A Goods - Household goods and personal effects.

B Official Station - Any point from which the employee commutes daily to his official (permanent) post of duty.

## II POLICY

OMS employees transferring from one official station to another and employees of other Federal departments, bureaus, or agencies transferring to OMS may be allowed expenses for moving their goods provided:

A Transfers are for permanent duty.

B Transfers are administratively determined to be for the benefit of OMS.

C The transportation of goods is authorized and performed according to this Instruction and Department regulations.

D Transfers from other Federal departments are in accordance with Section 2(a) of War Service Regulation IX. (This information is shown on the personnel notification).

E The request has been approved by a delegated approving officer to whose jurisdiction the employee is being transferred.

## III AUTHORITY

A properly executed Form AD-202, "Authorization-Travel", constitutes the authority AD-202 for movement of the employee's goods. Goods may be moved at Government expense only when authorized in advance except in emergency cases. Post approval may be given for movement by common carrier in unusual circumstances if satisfactorily explained. All shipments by express, however, must be specifically authorized in advance.

A Delegated Approving Officers - The following officers are delegated authority to approve Forms AD-202 for the movement of goods for personnel under their jurisdiction. This authority may not be redelegated.

- 1 Deputy Directors.
- 2 Chiefs, assistant chiefs, and assistants to the chief of branches and staff divisions.
- 3 Administrative officers of Washington branches and staff divisions.

B Moves by Personal Arrangement - When an employee personally arranges for the transportation of his goods prior to the approval of Form AD-202 or reference to the Administrative Services Division\*, he assumes full responsibility and must pay all costs. Such shipments cannot be made on a Government bill of lading since its issuance by proper authority and delivery to the carrier results in a contract with the United States. The employee may claim reimbursement of transportation costs actually and necessarily incurred, within the limitations herein prescribed, by submitting to his supervisory officer Standard Form No. 1012, "Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel", in an original and two copies. This claim must be supported by any estimates or bids secured by the employee for the move. The employee obtains SF-1012 from his supervisory officer or the AS Division. Employees making arrangements for the shipment of their goods, including payment therefor, when shipment could have been made by a contracting officer on a Government bill of lading, will not be reimbursed for the amount of Federal transportation tax involved, regardless of weight or measurement limitation.

#### IV CONDITIONS GOVERNING SHIPMENT

Upon receipt of the facsimile copy of Form AD-202, the AS Division sends the employee Form AD-252 "Itemized List of Household Goods to be Moved" and Form AD-508, AD-252 "Certification of Employee - Transportation of Household Goods". The employee executes these documents and returns them to the AS Division. Upon receipt of the obligated copy of Form AD-202 the AS Division makes an award and informs the employee of the name of the contractor and method of shipment.

A Time Limit - Shipments shall begin within 6 months of the effective date of the change of official station, unless an extension of time not exceeding 2 years from the effective date is requested and specifically granted within the 6-month period. The employee submits any request for an extension of time to his supervisory officer who shall contact the administrative officer of the branch or staff division. Shipments shall be considered as beginning at the time the carrier receives the goods with an order to forward them to a particular destination. Extensions of time cannot be granted for a period exceeding 2 years from the effective date of the transfer except for employees entering the armed forces prior to the expiration of the

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AS Division as used herein refers to the Administrative Services Division in Washington or to the Area Administrative Services Office.

authorized period and who are furloughed for the duration of such duty. Under such circumstances, the extension may be made effective until a date not more than 60 days following the date of termination of the furlough.

B Means of Shipment - The shipment shall be made by the most economical means, taking into consideration the cost of packing, crating, drayage, unpacking, and uncrating. Lowest available motor van charges may be determined by consulting published tariffs or by securing competitive bids. The use of either method is considered as determining the lowest available rate for motor van shipments. All shipments by the Government shall be made on a Government bill of lading regardless of whether by the most economical means, by express, or by the means elected by the employee. If the employee desires to have his goods moved by some means other than that determined to be the most economical by the AS Division, he may do so by paying the extra charges providing he makes satisfactory prior arrangements with the AS Division.

I When it is determined to be in the interest of the Government, shipment by express is allowed for those articles required for immediate use at the new official station, such as professional books, wearing apparel, bedding, or kitchen utensils, but not furniture or jewelry. The weight of such shipments shall not exceed 500 pounds for employees having dependents living with them or 250 pounds for employees having none.

C Shipment from Points Other than Official Station - Goods may be shipped from the last official station of the employee, from a previous residence, or partially from both. In no case shall the cost to the Government exceed the cost of shipment in one lot by the most economical route from the last official station to the new official station. No expenses are allowable for the transportation of property acquired en route from the last official station to the new. If an employee is transferred to a third official station before his goods have been moved to the second point and prior to the expiration of the time limit, the cost of transporting the goods direct from the first official station to the third is allowable even though greater than for shipment from the second to the third official station. Shipments from a first to a third official station shall begin within 6 months of the effective date of the transfer from the first to the second official station. The provisions for extension of time must be met in all cases prior to the expiration of the 6-month period.

D Shipment to Point Other than New Official Station - When the conditions of war make it impracticable for an employee's family to accompany him to his new station, the goods may be shipped to some intermediate point. This point need not be on a geographic line between the old and new station, but should be on or near the route generally used between the respective stations. The cost of shipment to the intermediate point must be less than the cost would be to the new station.

## V CHARGES ALLOWABLE

A Transportation

1 The actual costs of transportation of the goods within the following maximum weight and measurement limitations:

## Maximum Weights and/or Measurements Allowable

Method of Shipment	Employees with Dependents Living with Them	Employees with No Dependents Living with Them
	GOODS and PACKING MATERIAL	GOODS and PACKING MATERIAL
By VESSEL over all or part of the distance	10,000 lbs.	5,000 lbs.
By RAIL only	6,250 lbs.	3,125 lbs.
By MOTOR VAN only	5,000 lbs.	2,500 lbs.
	OR 29 measurement Tons of 40 cubic feet each, incl. pack- ing material. by any method of shipment.	OR 22 measurement Tons of 40 cubic feet each, incl. pack- ing material, by any method of shipment.

2 When shipment must be made over such a route that the transportation charges must be based upon weight over only a part of the distance, the following will apply:

a If the weight does not exceed the weight limitations prescribed, payment is allowed for actual charges over the entire distance regardless of whether the measurement is in excess of measurement limitations.

b If both weight and measurement are in excess of the prescribed limitations, payment is not allowed for the excess weight over that part of the distance where charges are based upon weight, or for the excess by measurement over that part of the distance where charges are based on measurement.

B Packing, Drayage, and Unpacking

1 Only for the actual cost of packing, crating, unpacking, and uncrating within the weight and/or measurement limitations.

a Upon completion of the shipment, if by means other than motor van, the employee solicits three estimates for placing the goods in residence at destination, unpacking and uncrating and selects the most economical. After the services have been rendered the employee furnishes the contractor with an original and two memorandum copies of Standard Form No. 1034-Rev., SF-1034 "Public Voucher for Purchases and Services other than Personal", with instructions to execute and submit to the Fiscal Office paying the charges incident to the transfer.

2 For the actual cost of drayage within the weight and/or measurement limitations to and from the common carrier except where door-to-door common carrier rates are applicable.

C Groceries and Provisions - During the period of Government rationing of foods, charges are allowed for the transportation of groceries and provisions within the weight and measurement limitations.

#### VI CHARGES NOT ALLOWABLE

A Transportation - For animals not necessary in the performance of official duties, wines, liquors, birds, or automobiles.

B Storage - For storage or for moving costs from residence to storage point or from storage point to residence.

C Higher Valuation - If the employee desires a higher valuation than that to which the carrier's lowest rate will apply, he shall pay all costs of transportation in excess of the lower rates.

D Damages or Losses in Transit - Any claim for damages or losses in transit is a matter for settlement between the employee and the carrier.

E Excess Charges - The employee is billed only by the Government for any excess charges (including Federal tax). These charges are computed from the total charges according to the ratio of excess weight and/or measurement to the total weight and/or measurement of the shipment. The excess cost due to excess weight and/or measurement applies to charges for packing, crating, unpacking, uncrating, and lift vans, as well as to transportation costs.

## \* VII TRANSFER FOR CONVENIENCE OF EMPLOYEE

If a transfer is made at the request and primarily for the convenience of the employee, no payment is allowed from Government funds for the packing, crating, drayage, transportation, unpacking, or uncrating of the employee's goods.

Standard Form No. 51  
 Appr. Jan. 5, 1942  
 U. S. C. Dept. Clr. No. 502

# REPORT OF REGULAR ( ) INTERIM ( ) PROBATIONARY-1ST ( ) 2D ( ) EFFICIENCY RATING

Classification Symbols		
(Service)	(Grade)	(Class)

As of \_\_\_\_\_ based on performance during period from \_\_\_\_\_ to \_\_\_\_\_

(Name of employee)	(Title of position)	(Bureau)

(Division)	(Section)	(Subsection or unit)	(Field office)

ON LINES BELOW MARK EMPLOYER	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input type="checkbox"/>
✓ if adequate		
- if weak		
+ if outstanding		

— (1) Maintenance of equipment, tools, instruments.	— (21) Effectiveness in planning broad programs.
— (2) Mechanical skill.	— (22) Effectiveness in adapting the work program to broader or related programs.
— (3) Skill in the application of techniques and procedures.	— (23) Effectiveness in devising procedures.
— (4) Presentability of work (appropriateness of arrangement and appearance of work).	— (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
— (5) Attention to broad phases of assignments.	— (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
— (6) Attention to pertinent detail.	— (26) Effectiveness in instructing, training, and developing subordinates in the work.
— (7) Accuracy of operations.	— (27) Effectiveness in promoting high working morale.
— (8) Accuracy of final results.	— (28) Effectiveness in determining space, personnel, and equipment needs.
— (9) Accuracy of judgments or decisions.	— (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
— (10) Effectiveness in presenting ideas or facts.	— (30) Ability to make decisions.
— (11) Industry.	— (31) Effectiveness in delegating clearly defined authority to act.
— (12) Rate of progress on or completion of assignments.	
— (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)	
— (14) Ability to organize his work.	
— (15) Effectiveness in meeting and dealing with others.	
— (16) Cooperativeness.	
— (17) Initiative.	
— (18) Resourcefulness.	
— (19) Dependability.	
— (20) Physical fitness for the work.	

## STATE ANY OTHER ELEMENTS CONSIDERED

— (A) \_\_\_\_\_  
 — (B) \_\_\_\_\_  
 — (C) \_\_\_\_\_

STANDARD		Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form			
All underlined elements marked plus, and no element marked minus	Adjective rating: Excellent	Numerical rating: 1	Rating official: _____
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3	
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	Reviewing official: _____
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8	
A majority of underlined elements marked minus	Unsatisfactory	9	

On the whole, do you consider the conduct of this employee to be satisfactory? \_\_\_\_\_ (See back of form)  
 (Yes or no)

Rated by \_\_\_\_\_ (Signature of rating official) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Reviewed by \_\_\_\_\_ (Signature of reviewing official) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Rating approved by efficiency rating committee \_\_\_\_\_ (Date) Report to employee \_\_\_\_\_ (Adjective rating) \_\_\_\_\_ (Numerical rating)

Form Number: SF-51  
 Title: Report of Efficiency Rating

Actual Size: 8" x 10½"  
 Printed: 1 page,  
 both sides. (See back of form on  
 reverse of this sheet.)

PREPARATION: By rating officials in original only.

DISTRIBUTION: Given to reviewing official.

DISTRIBUTION: A, W, R, B

PROCEDURE COVERING USE: 317.1

## CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

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(Signature)

## EXPLANATION OF DEVIATIONS FROM STANDARD

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(Signature)

Form FDA-157  
(Superseding SMA-1022  
and A'S-12)

## WAR FOOD ADMINISTRATION

Date \_\_\_\_\_

## REQUEST FOR PERSONNEL ACTION

To PERSONNEL DIVISION:

1. Action requested \_\_\_\_\_
2. Name \_\_\_\_\_
3. Designation and grade \_\_\_\_\_
4. Salary: \$ \_\_\_\_\_ per \_\_\_\_\_  
(Annum, diem, or hour) 5. Appropriation charged \_\_\_\_\_
- (a) If employed under cooperative agreement—  
Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ from cooperating agency.  
Name of cooperating agency \_\_\_\_\_ Agreement No. \_\_\_\_\_
6. Date effective \_\_\_\_\_ 7. Period \_\_\_\_\_
8. Headquarters \_\_\_\_\_
9. Previous incumbent or position No. \_\_\_\_\_
10. Comments (if any): \_\_\_\_\_

\_\_\_\_\_  
(Signature of requesting officer)\_\_\_\_\_  
(Title)\_\_\_\_\_  
(Branch, division, or region)

(OVER)

Form Number: FDA-157

Title: REQUEST FOR PERSONNEL ACTION

Actual Size: 8" x 10½"

Printed: 1 sheet, both sides -  
Back of form shown on the reverse of  
this sheet.

PREPARATION: Prepared in an original and one copy  
by branch and staff divisions.

DISTRIBUTION: Original to Personnel Division or appropriate Area Personnel Office; copy to Fiscal  
Division or appropriate Area Finance Office.

DISTRIBUTION: A, W, R, B

PROCEDURE COVERING USE: 312.1, 310.A, 310.B

11. If a new position in the field service which has not previously been allocated either in the name of a previous incumbent or as a vacancy, supply the following additional information:

(a) Statement of duties and responsibilities:

(b) Number and classification grades of persons supervised:

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(c) Classification grade of immediate supervisor \_\_\_\_\_

12. REMARKS (if any):

Form FDA-229

(Superseding SMA-1030)

WAR FOOD ADMINISTRATION  
Food Distribution Administration

## CLEARANCE OF FINAL SALARY PAYMENT

Date:

To: Chief, Accounting Division ☐ check one  
Chief, Regional Fiscal Division ☐From: \_\_\_\_\_, \_\_\_\_\_ Branch or Division  
Officer in Charge

A personnel recommendation for:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

BRANCH OR DIVISION \_\_\_\_\_

HEADQUARTERS \_\_\_\_\_

has been submitted requesting the following action to be effective

approximately: \_\_\_\_\_  
(date)☐ Acceptance of Resignation☐ Furlough☐ Termination of Appointment☐ Military Furlough☐ Leave Without Pay

The employee named above has satisfactorily accounted for all non-expendable property for which he was held responsible by this Division, and he is eligible for receipt of final salary payment so far as this Division is concerned, except as noted below.

Comments:

Form Number: FDA-229 (Superseding SMA-1030)

Actual Size: 8" x 10½"

Title: CLEARANCE OF FINAL SALARY PAYMENT

Printed: 1 page, 1 side

PREPARATION: Original only prepared by branch and staff division officials.

DISTRIBUTION: To Washington Personnel Division or appropriate Area Personnel Office.

PROCEDURE COVERING USE: 312.1

DISTRIBUTION: A, W, R-C5, R-07



A D-252

## ITEMIZED LIST OF HOUSEHOLD GOODS TO BE MOVED

Name of Employee \_\_\_\_\_

Address \_\_\_\_\_

In the inventory blanks below, employee should indicate the number of pieces of each article which he proposes to have moved. References to "cubic feet" should be ignored, except in noting the approximate size of boxes and cartons.

\*\*Note the information and fill in all blanks on the other side of this sheet.

ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.	ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.	ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.	ARTICLE	Cu. Ft. Per Pc.	Pieces	Cu. Ft.
LIVING ROOM				DINING ROOM				KITCHEN				MISCELLANEOUS (Cont.)			
Bench, Fireside	5			Buffet	30			Breakfast Suite Chair	5			Mangle, Gas	25		
Bookcase, Double Door	20			Chair, Arm	5			Breakfast Suite Table	10			Pedestal	3		
Bookcase, Sect., per sec.	3			Chair, Straight	5			Brooms & Mops, Bundle	2			Play Pen (folding)	3		
Book Shelves	10			China Cabinet	25			Chair	5			Porch Chair	10		
Chair, Arm	10			Dinette Buffet	20			High Chair	5			Porch Rocker	15		
Chair, Cogswell	15			Dinette China Closet	15			Hot Plate	2			Porch Davenport	30		
Chair, Occasional	15			Dinette Table	15			Ironing Board	2			Porch Rug, Large	10		
Chair, Overstuffed	25			Rug, Large	10			Kitchen Cabinet	30			Porch Rug, Small	3		
Chair, Straight	5			Rug, Small	3			Linoicum	10			Porch Settee	20		
Clock, Mantle	1			Server	15			Range, Coal	35			Porch Swing	15		
Clock, Grandfather	20			Table, Extension	30			Range, Electric	25			Porch Table	10		
Davenport, 2 Cushions	35			Tea Cart	10			Range, Gas	25			Sand Box	10		
Davenport, 3 Cushions	50							Refrigerator, Electric	25			Screen Doors	2		
Desk, Ladies'	12			BED ROOM				Refrigerator, Dbl. Door	40			Sewing Cabinet	2		
Desk, Gov. Winthrop	20			Bassinet	5			Refrigerator, Ice	20			Sewing Machine	10		
Fireplace Equipment	5			Beds; Spg. & Matt, Dbl.	60			Refrigerator Unit	5			Sewing Mach., Port'ble	2		
Lamp, Floor (no shade)	3			Beds; Spg. & Matt, Sgl.	40			Stool	3			Sled	2		
Lamp, Table (no shade) b'd	2			Box Spgs. for Dbl. Bed	25			Table	5			Step Ladder	5		
Magazine Rack	2			Box Spgs. for Sgl. Bed	15			Utility Cabinet	10			Tool Chest	10		
Music Cabinet	10			Bureau	25							Tricycle	5		
Piano, Baby Grand	50			Carton, Clothes	10			MISCELLANEOUS				Tub	5		
Piano, Parlor Grand	60			Chair, Boudoir	10			Ash Can	7			Vacuum Cleaner	2		
Piano, Upright	60			Chair, Straight	5			Berrel (Gleware)	10			Wagon, Child's	5		
Piano, Studio Upright	40			Chair, Rocker	5			Basket (Bushel)	3			Wash Boiler	3		
Piano Bench	5			Chaise Lounge	25			Baskets (Clothes)	5			Washing Machine	25		
Phonograph	15			Chest, Cedar	15			Bicycle	10			Work Bench	20		
Radio, Cabinet	12			Chest of Drawers	25			Bird Cage & Stand	5			Wringer Bench	3		
Radio, Bench Type	5			Child's Bed	10			Boxes	2						
Radio, Table Model	2			Child's Desk	10			"	3			OFFICE			
Rocker	12			Child's Rocker	3			"	5			Chair, Arm	10		
Rug, Large	10			Child's Table & Chairs	10			"	10			Chair, Stenographer	5		
Rug, Small	3			Chiffonier	25			"	15			Chair, Swivel	10		
Rug, Pad, Large	10			Chiffonier	25			"	20			Desks, Double			
Secretary	35			Commode	10			Buggy, Baby	20			Desks, Dbl. Sgl. Ped.	35		
Settee	25			Costumer	5			Buggy, Doll	5			Desks, Dbl. Dbl. Ped.	50		
Smoking Stand	1			Dresser	25			Buggy, Folding	5			Desks, Single			
Stool, Foot	2			Dresser, Vanity	20			Cartons	2			Desks, Sgl. Sgl. Ped.	30		
Studio Couch	50			Dresser, Vanity Bench	3			"	3			Desks, Sgl. Dbl. Ped.	40		
Table, Coffee	5			Hamper, Clothes	5			"	5			Desks, Roll Top			
Table, Davenport	15			Lamp, Floor (no shade)	3			"	10			Single Pedestal	40		
Table, Dropleaf	12			Lamp, Table (no shade) b'd	2			Card Table	1			Double Pedestal	50		
Table, End	3			Matt, extra, for dbl. bed	15			Costumer	2			Filing Cabinet	12		
Tables, Gate Leg	10			Matt, extra, for sgl. bed	10			Cot, Folding	10			Stationery Cabinet	30		
Table, Library	20			Night Table	5			Day Bed	25			Typewriter	2		
Table, Nest	5			Rug, Large	10			Fernery	10			Typewriter (boxed)	3		
Table, Occasional	12			Rug, Small	3			Folding Chair	1			Typewriter Stand	5		
Table, Octagon	15			Spgs., extra, for dbl. bed	15			Garden Hose & Tools	10						
Table, Tilt-Top	5			Spgs., extra, for sgl. bed	10			Gilder	20						
Telephone Stand & Chair	5			Suitcase	3			Golf Bag	2						
Well Rack	2			Trunk, Steamer	10			Heater, Coal	20						
				Trunk, Wardrobe	15			Heater, Gas	5						
								Lawn Mower	5						
								Lawn Swing	20						
								Mangle, Electric	12						

Form Number: AD-252

Actual Size: 3" x 10 1/2"

Title: ITEMIZED LIST OF HOUSEHOLD GOODS TO BE MOVED  
BE MOVED

PREPARATION: Original only, by the employee being moved.

DISTRIBUTION: Return to Administrative Services Division or Area Administrative Services Office from which received.

DISTRIBUTION: A, W, R, B

PROCEDURE COVERING USE: 451.1

UNITED STATES DEPARTMENT OF AGRICULTURE

GENERAL INFORMATION FOR EMPLOYEES REQUESTING THE MOVEMENT OF  
HOUSEHOLD GOODS AT GOVERNMENT EXPENSE

1. **GENERAL INSTRUCTIONS.**—Do Not Attach This Form to Invitation To Bid. When properly filled out, this form should be forwarded to the officer who is to issue the invitations to bid. All the blanks below should be filled in by the employee, as well as the necessary inventory blanks on the other side of this sheet.

2. **MOVING AT GOVERNMENT EXPENSE.**—An employee of the Department transferred (not for his own convenience, but for the good of the service) from one official station to another for permanent duty may be allowed charges for packing, crating, transporting (including drayage), uncrating, and unpacking of his household goods and personal effects, when effected by the least expensive means. (See Department Regulations 3435.)

3. **DAMAGE.**—The Government assumes no responsibility for loss or damage to effects of officers or employees, even though the shipment is at Government expense. Furthermore, the Government cannot insure the goods of an employee from loss or damage, and the employee is advised to carry insurance at his or her own expense to protect against loss or damage in transit.

4. **INVENTORY.**—At the time the household goods are received by the contractor, he is required to take an inventory in triplicate of the goods, in conjunction with the owner or his agent. Contractor is further required to note all damaged or otherwise unusual conditions of the goods at the time he receives them. The three copies are for the contracting officer, the employee, and the contractor. IF EMPLOYEE IS NOT PRESENT OR IS NOT REPRESENTED, THE INVENTORY WILL BE TAKEN BY CONTRACTOR ALONE.

5. **PICK-UP AND DELIVERY.**—Contractor is authorized to pick up and deliver the goods between 8 a. m. and 6 p. m., unless otherwise specified or agreed to by the employee.

Signature of employee ..... Address .....

Goods to be shipped from .....  
(Indicate exact address, city and State)

Goods to be shipped to .....  
(Indicate, if possible, exact address, city and State)

Upon arrival contractor shall contact (if exact destination address now is unknown).....

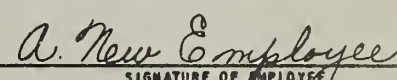
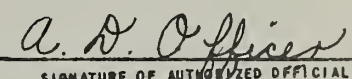
Time bidders may inspect property .....

Property must be marked (if shipped by rail).....

Approximate date employee desires movement to start .....

Date .....

(OVER)

FORM AD-504 2-9-45 UNITED STATES DEPARTMENT OF AGRICULTURE <b>NEW APPOINTEE'S REQUEST FOR          SPECIAL PAY ROLL</b>		NAME OF EMPLOYEE A. New Employee	
		NAME OF BUREAU OMS	
FOR THE PAY PERIOD May 1, 1945      to      May 15, 1945		INCLUSIVE	DATE OF THIS REQUEST May 12, 1945
I urgently need the money and would like to be paid as soon after the end of the current pay period as possible.			
<div style="text-align: right;">             SIGNATURE OF EMPLOYEE         </div>			
<b>To Pay Roll Office:</b> I certify that the above named employee is in immediate need of the amount due him for services rendered during the pay period indicated above. I approve payment to him of this amount as soon after the end of that period as possible.			
<div style="text-align: right;">             SIGNATURE OF AUTHORIZED OFFICIAL         </div>			

Form Number      AD-504

Actual Size      5" x 8"

Title:      "New Appointee's Request for Special  
Pay Roll"

Printed:      1 side

PREPARATION: Original only. Prepared by administrative officer; signed by administrative officer and employee.

DISTRIBUTION: Sent to Fiscal Division.

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